



United Nations Open-ended Informal Consultative Process on Oceans and the Law of the Sea  
Twenty-fifth meeting

New York, 16 to 20 June 2025

Side Event Request Form

PLEASE TYPE OR PRINT ALL ENTRIES IN BLOCK LETTERS.

Name of requesting organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address of requesting organization: \_\_\_\_\_

Telephone(s): \_\_\_\_\_

E-mail: \_\_\_\_\_

**Title of the Side Event** (Please attach separate sheet with detailed description, including organizing partners, thematic focus and potential speakers)

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**Short title of Side Event (for door sign; 60 characters including spaces)**

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**Preferred date** (Please indicate more than one option)

First option	
Second option	

**Preferred room**

Conference Room 3 ☐

- Capacity – 491
- Technical services available (costs to be confirmed):
  - Auto-sound – only microphones and earshells will work
  - Full BCSS services – sound engineer assistance, computer projection from laptop onto large screen, nameplates (please note that side-event organizer should use their own laptop)

Conference Room A ☐

- Capacity – 53
- Technical services available (no cost):
  - Self-service managed by side-event organizer. Room is equipped with one 75" monitor and a powered speaker. For the presentation, please bring your own laptop with the file already uploaded onto the hard drive. If using an Apple laptop, you must bring an adapter. A cable connected to the monitor is already installed.

**The costs related to the use of the above equipment and services will be covered by:**

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(Name of the Organization and/or sponsor)

**Signed by:** \_\_\_\_\_

(Please print full name and title below the signature line)

Please e-mail to [doalos@un.org](mailto:doalos@un.org) as soon as possible.